

Hamilton College
Non-Exempt Staff & M&O Weekly Payroll Calendar
Calendar Year 2023

Non-exempt Staff and Facilities Maintenance employees are paid weekly.

Self Service Time sheets must be submitted to your supervisor by the “Time Sheet Deadline” listed below (no later than 9:00 a.m. on Monday following the end of the pay period).

Supervisor approval is due by 10:00 a.m. on Monday.

Employment paperwork, tax withholding changes, direct deposit forms, etc. must be submitted by the “Time Sheet Deadline” listed below in order to allow time for processing.

[Self Service Employee Instructions](#)

[Self Service Supervisor Instructions](#)

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Self Service Time Sheet Deadline (Monday by 9am)	Pay Date (Friday)
12/26/22	01/01/23	01/03/23* (Tue)	01/06/23
01/02/23	01/08/23	01/09/23	01/13/23
01/09/23	01/15/23	01/16/23	01/20/23
01/16/23	01/22/23	01/23/23	01/27/23
01/23/23	01/29/23	01/30/23	02/03/23
01/30/23	02/05/23	02/06/23	02/10/23
02/06/23	02/12/23	02/13/23	02/17/23
02/13/23	02/19/23	02/20/23	02/24/23
02/20/23	02/26/23	02/27/23	03/03/23
02/27/23	03/05/23	03/06/23	03/10/23
03/06/23	03/12/23	03/13/23	03/17/23
03/13/23	03/19/23	03/20/23	03/24/23
03/20/23	03/26/23	03/27/23	03/31/23
03/27/23	04/02/23	04/03/23	04/07/23
04/03/23	04/09/23	04/10/23	04/14/23
04/10/23	04/16/23	04/17/23	04/21/23
04/17/23	04/23/23	04/24/23	04/28/23
04/24/23	04/30/23	05/01/23	05/05/23
05/01/23	05/07/23	05/08/23	05/12/23
05/08/23	05/14/23	05/15/23	05/19/23
05/15/23	05/21/23	05/22/23	05/26/23
05/22/23	05/28/23	05/26/23* (Fri)	06/02/23
05/29/23	06/04/23	06/05/23	06/09/23
06/05/23	06/11/23	06/12/23	06/16/23

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Self Service Time Sheet Deadline (Monday by 9am)	Pay Date (Friday)
06/12/23	06/18/23	06/19/23	06/23/23
06/19/23	06/25/23	06/26/23	06/30/23
06/26/23	07/02/23	06/30/23 (Fri)*	07/07/23
07/03/23	07/09/23	07/10/23	07/14/23
07/10/23	07/16/23	07/17/23	07/21/23
07/17/23	07/23/23	07/24/23	07/28/23
07/24/23	07/30/23	07/31/23	08/04/23
07/31/23	08/06/23	08/07/23	08/11/23
08/07/23	08/13/23	08/14/23	08/18/23
08/14/23	08/20/23	08/21/23	08/25/23
08/21/23	08/27/23	08/28/23	09/01/23
08/28/23	09/03/23	09/01/23 (Fri)*	09/08/23
09/04/23	09/10/23	09/11/23	09/15/23
09/11/23	09/17/23	09/18/23	09/22/23
09/18/23	09/24/23	09/25/23	09/29/23
09/25/23	10/01/23	10/02/23	10/06/23
10/02/23	10/08/23	10/09/23	10/13/23
10/09/23	10/15/23	10/16/23	10/20/23
10/16/23	10/22/23	10/23/23	10/27/23
10/23/23	10/29/23	10/30/23	11/03/23
10/30/23	11/05/23	11/06/23	11/10/23
11/06/23	11/12/23	11/13/23	11/17/23
11/13/23	11/19/23	11/17/23 (Fri)*	11/24/23
11/20/23	11/26/23	11/27/23	12/01/23
11/27/23	12/03/23	12/04/23	12/08/23
12/04/23	12/10/23	12/11/23	12/15/23
12/11/23	12/17/23	12/18/23	12/22/23 (Fri)*
12/18/23	12/24/23	12/22/23 (Fri)*	12/29/23 (Fri)*
12/25/23	12/31/23	01/02/24 (Tue)*	01/05/24

** Deadlines and/or pay dates surrounding Holidays or the Holiday Shutdown period are subject to change.*

Please contact the Payroll Office if you have any questions:
Jarren Waterman - jwaterma@hamilton.edu